

# **St. Louis County Public Works Department**

## ***e*Permitting**



## **Utility Permit Application**

### ***User Reference Manual***

Updated: March, 2011

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## Introduction

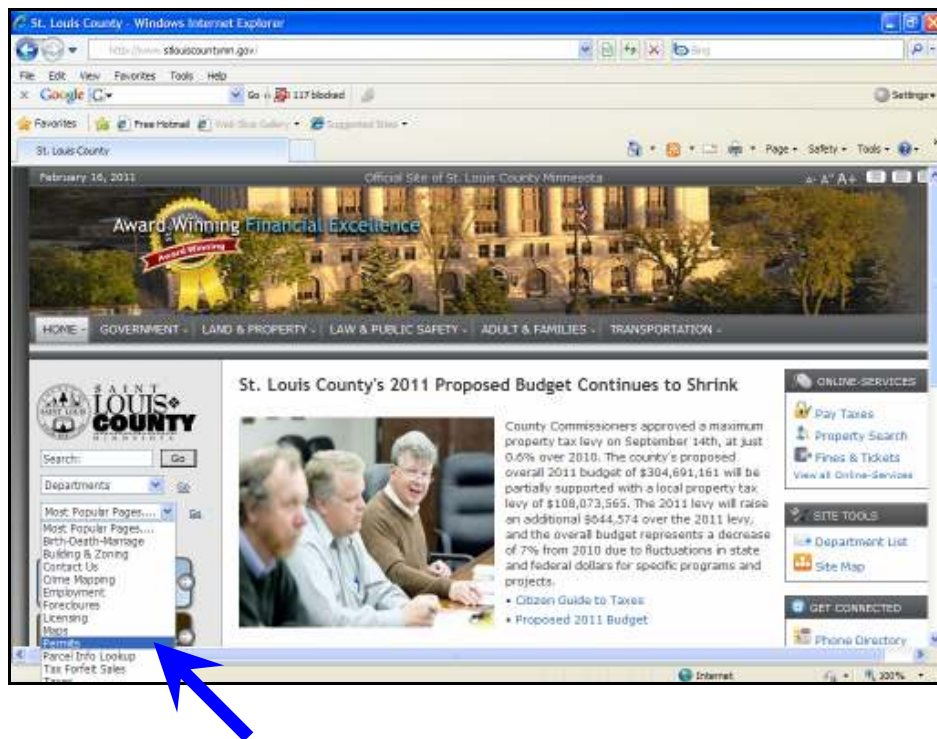
The St. Louis County Public Works Department has implemented an *e*Permitting application for utility permits. The *e*Permitting application is an internet based utility permit where an applicant submits a utility permit application through a website. The paper form of the St. Louis County utility permit application will no longer be available. Utility permit applications will only be accepted through the *e*Permitting application. The *e*Permitting application provides more efficient, accurate processing and management of utility permit applications and utility permits.

This reference manual provides instructions for creating a new user account, submitting a utility permit application, and managing your utility permits.

The *e*Permitting link is located on the St. Louis County Public Works Department website at:

<http://www.stlouiscountymn.gov/>

Click on the “Most Popular Pages...” drop down menu, select “Permits” then click “Go”.



Under the “Transportation” section, click “Utility” to access the *e*Permitting application.

## New User Account Set-Up

You are required to possess a user account to submit a utility permit application. Setting up a new user account is free. You must possess a valid email address to create a user account. It is recommended that you create one user account for your agency.

To create a new user account, click “New User” in the upper right corner of the ePermitting application.



Enter your profile information into the spaces provided. Make sure you save your email address and password because they are required to log into your user account.

St. Louis County Public Works ePermitting

Welcome, Guest! [Login](#) | [New user](#) | [License agreement](#)

**Your Profile**

Email Address:

Your email address will be used to log into the system. An activation email will be sent to you at this address. You will be required to activate your account with the information provided in the email before your account will be available.

Password:

Confirm Password:

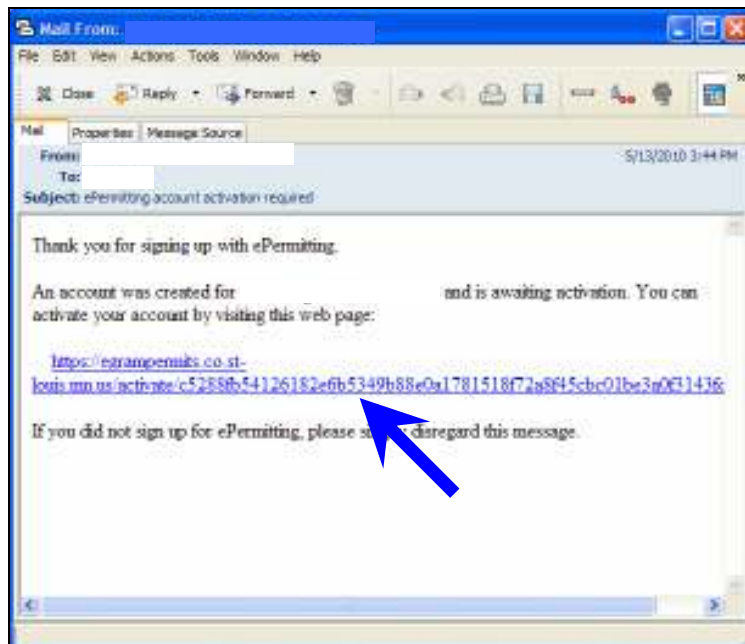
This site requires a strong password. Your password will be scored based on the type of characters it contains (lower case, upper case, numbers, and symbols) and must be at least eight characters in length. If the password score is too low, you will be asked to enter a different one.

First Name:

Middle Initial:

Last Name:

After completing your profile information, click “Submit” at the bottom of the page. After you submit your information, you will receive an email stating the new ePermitting account must be activated. To activate your account, open the email and click on the web link contained in the email. A new window will open stating your account has been activated.

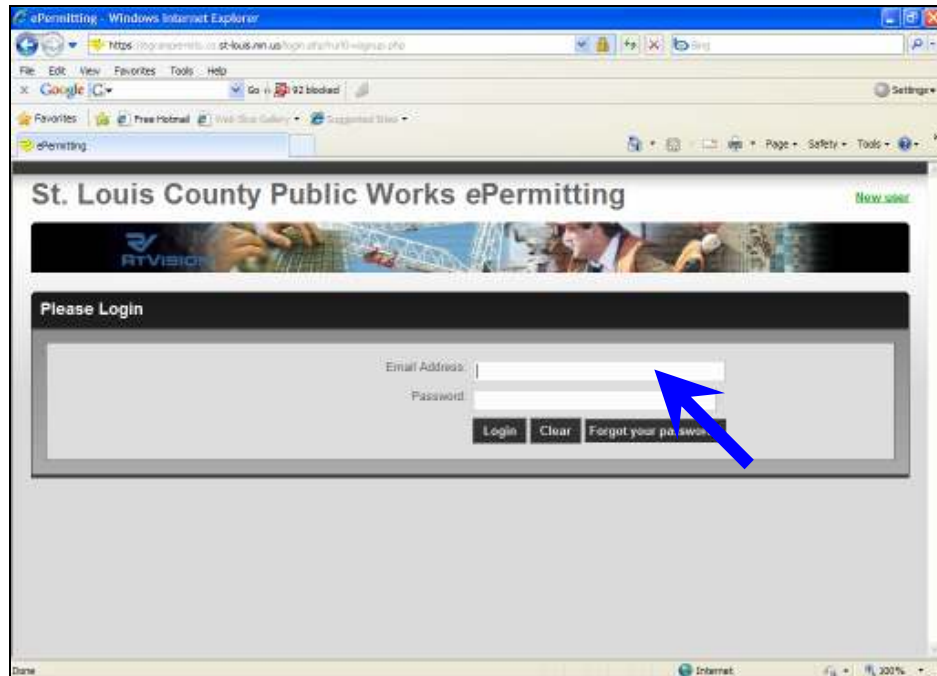


## Account Log-In

To log into your user account, click “Login” in the upper right corner of the *e*Permitting application.



Enter your email address and password then click “Login”. When you are logged in, you may change your password at anytime by selecting “Change Password” under “User”. Make sure you save your password. If you lose your password, contact the Permit Administrator at 218-625-3830.

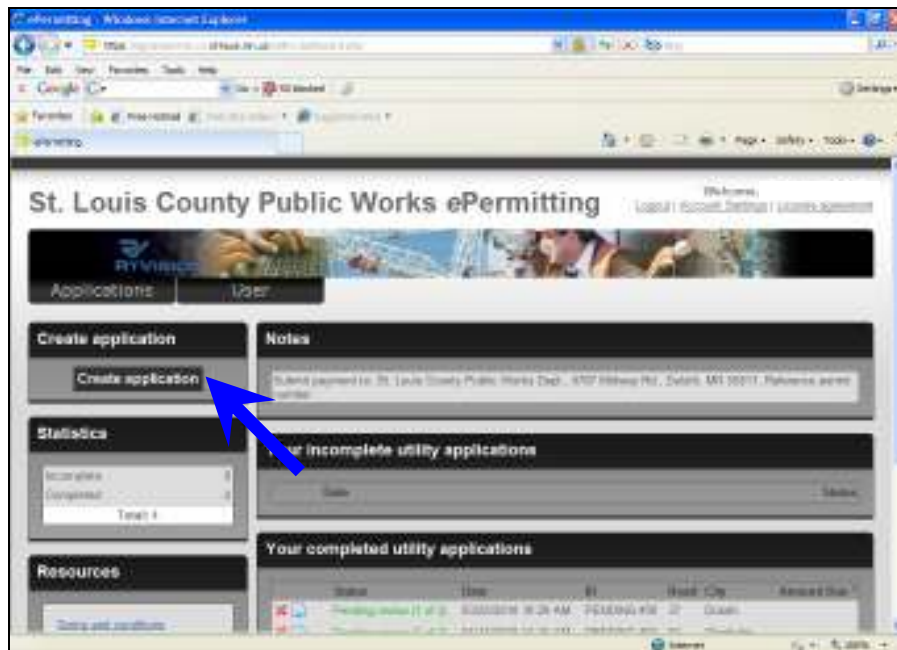


## Submitting a Utility Permit Application

Log into your user account. You will be automatically directed to the main ePermitting site. Click on the Utility application.



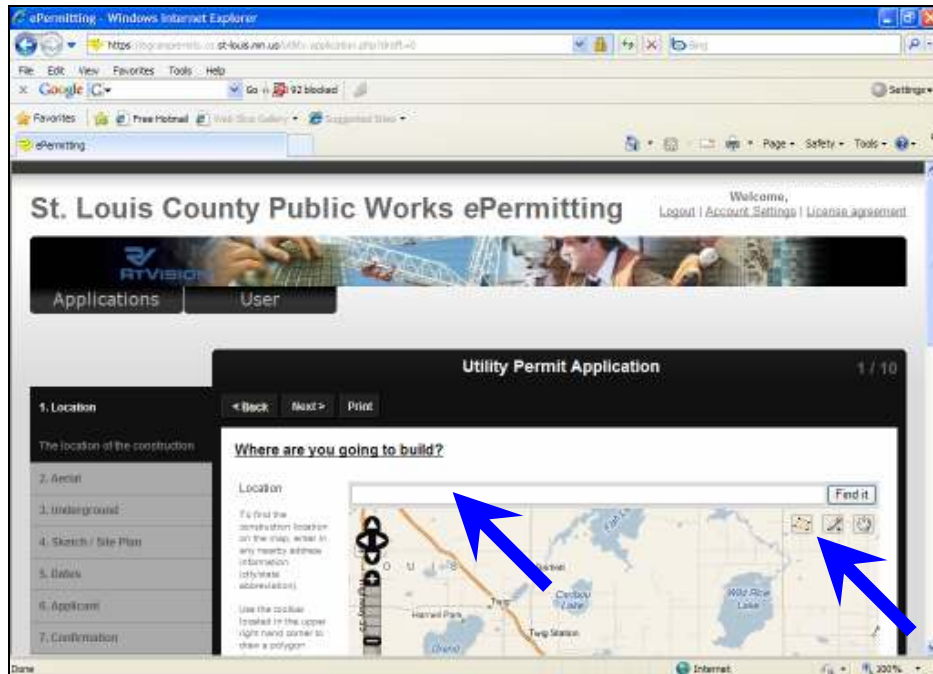
You will be automatically directed to the utility permit main dashboard. The main dashboard is where you create a new utility permit application. It also lists utility permit applications that were previously submitted. Click “Create Application” to begin a new utility permit application.



### Step 1: Location

In this step, you will identify the worksite location. In the search field above the map, enter the description of the worksite location and click “Find it”. For example, if the worksite is located near Duluth, enter “Duluth, MN”. You may also use the navigation tools on the left side of the map to navigate to the worksite. Once you find the worksite, use the drawing tools in the upper right corner of the map to draw the area of your worksite. You may draw a polygon or place a dot to represent this area. Review the instructions on the left side of the map to assist you with the drawing tools.

**YOU ARE REQUIRED TO SELECT A WORKSITE ON THE MAP.**



Scroll down and complete the other description fields. The description fields marked with an \* are required. When finished, click “Next”.

## Step 2: Aerial

If the utility permit application involves above ground facilities, complete the description fields in this step then click “Next”. If the utility permit application only involves facilities at or below ground level, leave the fields blank then click “Next”.

St. Louis County Public Works ePermitting

Applications User

Utility Permit Application 2 / 10

Back Next Print

2. Aerial

Information about any aerial or above ground construction you will be doing.

Aerial Type

- ☒ Other
- ☐ Open Trench
- ☐ Shallow Pits

### Step 3: Underground

If the utility permit application involves facilities at or below ground level, complete the description fields in this step then click “Next”. If the utility permit application only involves above ground facilities, leave the fields blank then click “Next”.

St. Louis County Public Works ePermitting

Applications User

Utility Permit Application 3 / 10

Back Next Print

3. Underground

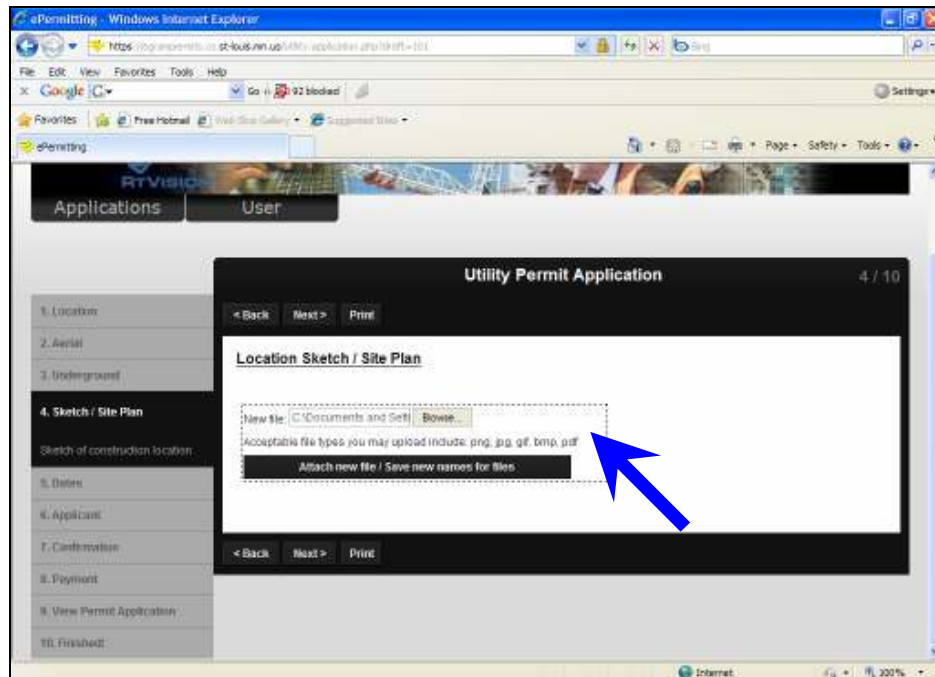
Information about any underground construction you will be doing.

Underground Type

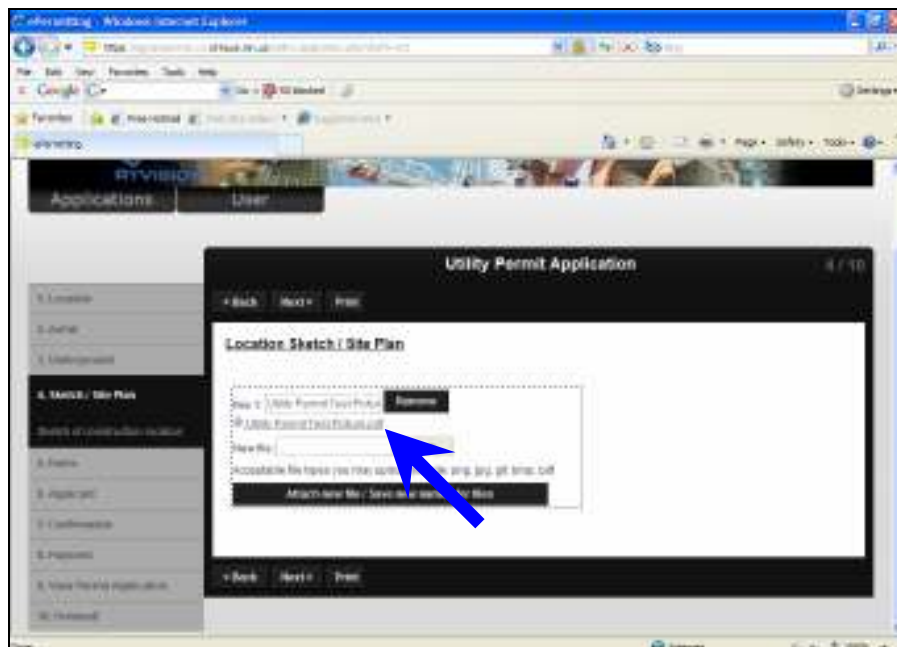
- ☒ Other
- ☐ Sanitary Sewer
- ☐ Storm Sewer

#### Step 4: Sketch/Site Plan

To attach a sketch/site plan, click “Browse” and navigate to the file(s) on your computer. After locating the file(s), click “Attach new file/Save new names for files”. You may proceed with the utility permit application without attaching a sketch/site plan. However, you may be required to submit a hard copy of a sketch/site plan during the utility permit application review.



The sketch/site plans you have attached will be listed for your review. When finished, click “Next”.



## Step 5: Dates

You are required to select a date range that you anticipate your work to be completed within. It is important to provide your best estimate. Utility permits expire one year from the approval date if no work has occurred.

The screenshot shows the 'ePermitting' web application in Internet Explorer. The main heading is 'Utility Permit Application' with a progress indicator '5 / 10'. On the left is a sidebar menu with steps 1 through 9, where '5. Dates' is selected. The main content area has a 'Construction Dates' section with two input fields: '\*Construction Start' and '\*Construction End'. Navigation buttons '< Back', 'Next >', and 'Print' are visible at the top and bottom of the form area.

To select the beginning date, click in the box near “Start”. Repeat for the end date by clicking in the box near “End”. When finished, click “Next”.

This screenshot shows the same 'ePermitting' application with the 'Construction Dates' section. A date picker calendar is open, displaying May 2010. A blue arrow points to the date '30' in the calendar, indicating the selection of the start date. The rest of the interface, including the sidebar and navigation buttons, remains the same as in the previous screenshot.

## Step 6: Applicant

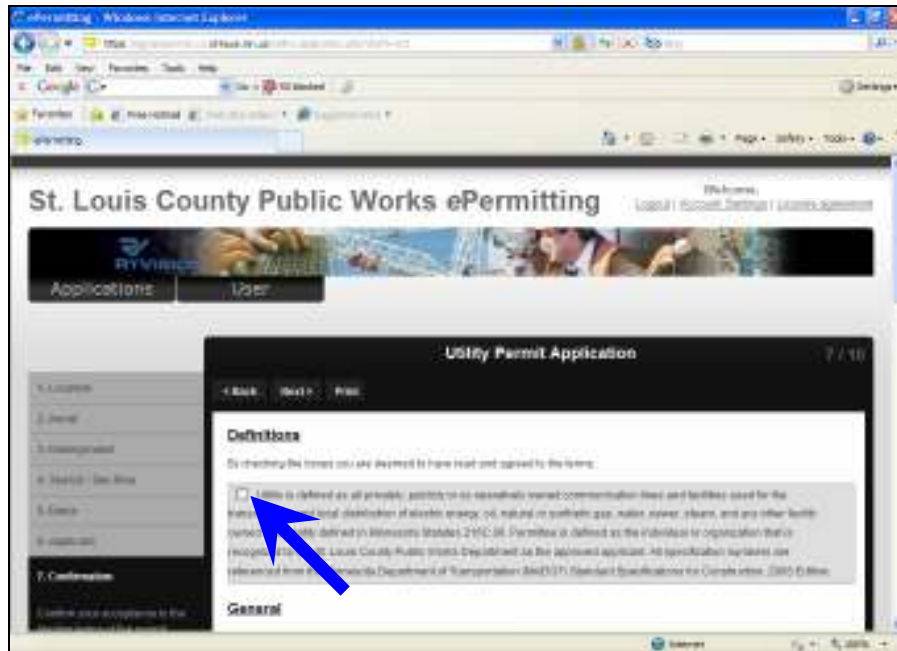
In this step, verify your profile information. If any information is not accurate or up-to-date, you can complete any changes in this step. When you have reviewed all the information to be accurate, click “Next” to proceed with the application.

The screenshot shows a web browser window titled "ePermitting - Windows Internet Explorer". The address bar shows the URL "https://stlouispermits.stlouis-mo.gov/MyApplications.aspx?ID=101". The page header includes "St. Louis County Public Works ePermitting" and a welcome message with links for "Logout", "Account Settings", and "License Agreement". Below the header is a navigation bar with "Applications" and "User" tabs. A sidebar on the left lists the application steps: 1. Location, 2. Permit, 3. Underground, 4. Sketch / Site Plan, 5. Notes, 6. Applicant (highlighted), 7. Confirmation, and 8. Contact Information. The main content area is titled "Utility Permit Application" and shows the "Company" section. The form fields are as follows:

Company		
*Company Name:	Lund Enterprise	
*Address:	4797 Highway Rd	
Street address		
City	State	Zip
Duluth	MN	55811
*Phone:	(218) 625-3873	
Fax:	(218) 625-3888	

## Step 7: Confirmation

You are required to agree to the utility permit application terms. Click the checkboxes to accept each term. When finished, click “Next”.



## Step 8: Payment

In this step, you are required to select a payment method. The utility permit application fee is listed in the Total column. Payment is payable to “St. Louis County Auditor”. Be sure to reference the utility permit number.

**ST. LOUIS COUNTY IS UNABLE TO ACCEPT ELECTRONIC PAYMENTS. YOU MUST MAIL OR DROP OFF YOUR PAYMENT AT THE ST. LOUIS COUNTY PUBLIC WORKS DEPARTMENT OFFICE IN PIKE LAKE. SEE THE RESOURCES SECTION OF THIS MANUAL FOR CONTACT INFORMATION.**

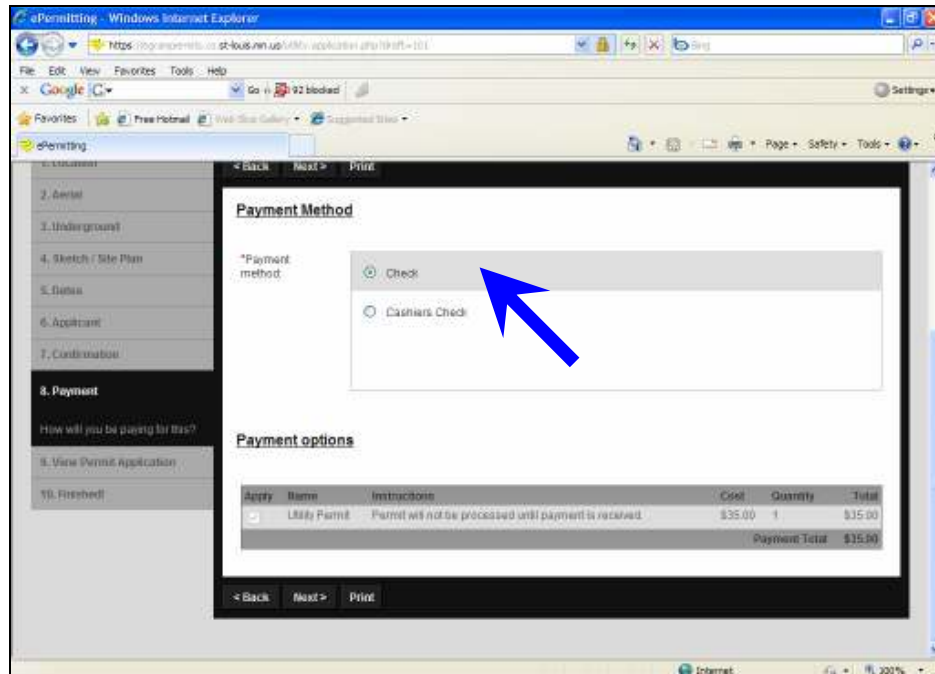
**THE UTILITY PERMIT APPLICATION WILL NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED IN FULL.**

**PAYMENT MUST BE SUBMITTED WITHIN 30 DAYS OF THE PERMIT APPROVAL DATE. IF PAYMENT IS NOT RECEIVED WITHIN 30 DAYS, YOU MAY BE RESTRICTED FROM SUBMITTING FUTURE UTILITY PERMIT APPLICATIONS.**

Once your payment is submitted and receipted into St. Louis County, you will receive an email notifying you that payment has been received. The utility permit listing on the main dashboard will also be updated by removing the amount due. If you do not receive this email notification, please contact the Permit Administrator at 218-625-3830.

**YOU ARE NOT YET AUTHORIZED TO BEGIN WORK. SEE “WORK AUTHORIZATION” FOR MORE DETAILS.**

After the payment method is selected, click “Next”.



## Step 9: View Permit Application

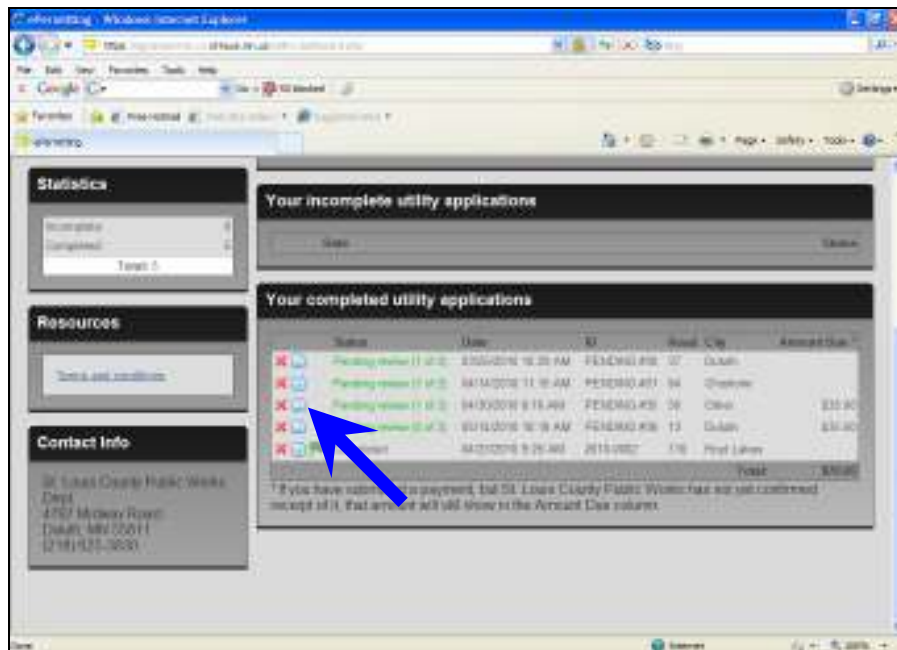
This step provides an opportunity to review your utility permit application.

**THIS IS THE LAST OPPORTUNITY TO REVISE THE UTILITY PERMIT APPLICATION PRIOR TO SUBMITTING FOR APPROVAL.**

After you have verified the information in your utility permit application is correct, click “Next” to submit your utility permit application to St. Louis County for review.



You will be automatically directed back to the main dashboard. The utility permit application you just submitted will be listed under “Your completed utility applications”. Click on the document icon to view your utility permit application.



**YOU MAY NOT BEGIN WORK UNTIL THE UTILITY PERMIT APPLICATION IS APPROVED.**

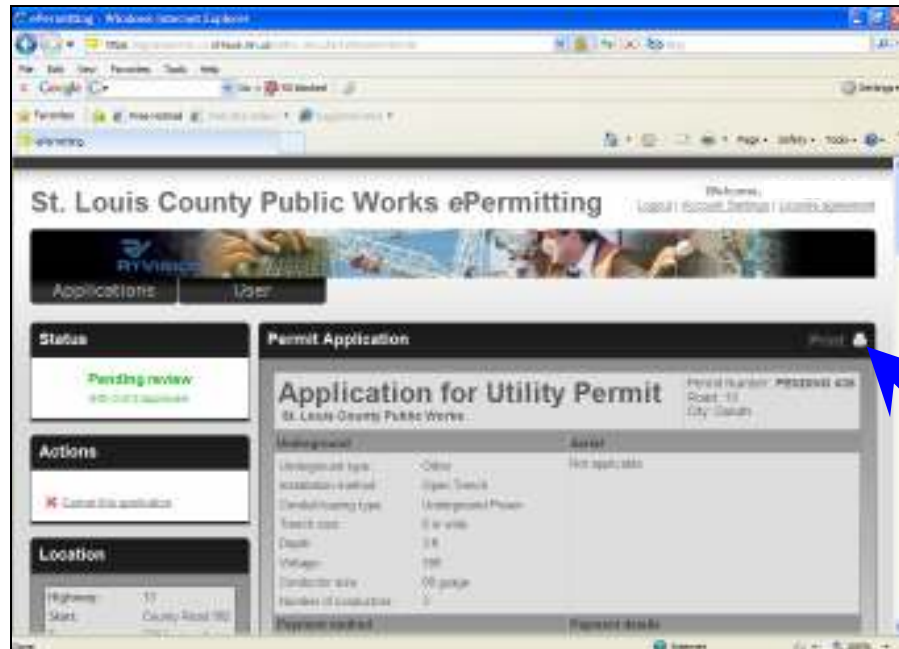
## Work Authorization

Upon submission of your utility permit application, you will receive an email stating St. Louis County has received your utility permit application. **YOU ARE NOT YET AUTHORIZED TO BEGIN WORK.** You must submit payment for the utility permit application to be processed.

Once St. Louis County has reviewed and approved your utility permit application, you will receive an email stating your utility permit application is approved and the utility permit status will be changed to “Active” on your main dashboard. Upon receipt of this email confirming the utility permit is approved, you may start your work. **YOU ARE NOW AUTHORIZED TO BEGIN WORK.**

**BEFORE BEGINNING WORK, YOU ARE REQUIRED TO CONTACT THE DISTRICT SUPERINTENDENT LISTED IN THE “SPECIAL PROVISIONS” OF YOUR UTILITY PERMIT AND COMPLY WITH ANY SPECIAL INSTRUCTIONS THEY MAY PROVIDE.**

While viewing the utility permit, you can print by clicking the “Print” icon in the upper right corner of the ePermitting application. Your utility permit is automatically assigned a pending permit number when submitted and a permanent permit number when approved. The permanent permit number is listed on top of the permit as XXXX-XXXX. The first four numbers are the year and the second four numbers are the series number of the permit.



**YOU MUST POSSESS A COPY OF THE UTILITY PERMIT IN THE FIELD DURING CONSTRUCTION OPERATIONS. YOU WILL BE CONSIDERED UNAUTHORIZED TO BE IN THE RIGHT-OF-WAY IF YOU DO NOT POSSESS A COPY OF THE UTILITY PERMIT IN THE FIELD.**

## Final Inspection

Upon completion of the work identified in your utility permit, **YOU ARE REQUIRED TO FLAG YOUR UTILITY PERMIT FOR INSPECTION**. Click the “Flag” icon next to the utility permit that is ready for inspection. This will notify St. Louis County to inspect your worksite. Once the utility permit has been inspected and work accepted by St. Louis County, the utility permit status will be changed to “Complete”. St. Louis County will not close-out your utility permit until the worksite has been inspected and has been satisfactorily restored to original condition in accordance with the utility permit terms and conditions.

**IT IS YOUR RESPONSIBILITY AS A PERMITTEE TO REQUEST FINAL INSPECTION. FAILURE TO REQUEST INSPECTION AND/OR RESTORE THE WORKSITE PROPERLY MAY RESULT IN THE SUSPENSION OF APPROVAL FOR FUTURE UTILITY PERMIT APPLICATIONS.**

## Managing Your Utility Permits

The main dashboard of the *ePermitting* application is divided into two main sections. The first section is for incomplete utility permit applications you are currently working on and have not yet submitted to St. Louis County. These utility permit applications are listed under “Your incomplete utility applications”. The permit listing for this section includes the date you last worked on the permit and the step you last worked on. When working on a new utility permit application, you may exit the *ePermitting* application at anytime and return later and continue your incomplete application. Click on the “Pencil” icon to continue working on the utility permit application. If you want to delete an incomplete utility permit application, click on the “**X**” icon.

The second section is for utility permit applications you submitted to St. Louis County. These utility permit applications are listed under “Your completed utility applications”. The permit listing for this section includes the permit status, date submitted, permit number (ID), the city the worksite is located in or near, and the amount due. You may view a completed utility permit application by clicking the document icon next to the utility permit. While viewing a utility permit, you can print by clicking the “Print” icon in the upper right corner of the *ePermitting* application. If you would like to cancel a utility permit application, click the “**X**” icon. You will not be charged the permit fee for canceled utility permit applications.

The following are definitions for each permit status.

- |                                 |   |
|---------------------------------|---|
| <b>Pending review (0 of 2):</b> | The utility permit was submitted by the Permittee but has not been reviewed or recommended for approval by the Permit Administrator.            |
| <b>Pending review (1 of 2):</b> | The utility permit was reviewed and recommended for approval by the Permit Administrator. It is awaiting final approval by the County Engineer. |
| <b>Active:</b>                  | The utility permit has received final approval. The Permittee may begin work at anytime.  |
| <b>Ready for Inspection:</b>    | The Permittee has requested final inspection of the worksite.   |
| <b>Complete:</b>                | The utility permit has had a final inspection and was marked as complete. All restoration work is complete and satisfactory.                    |

In the “Statistics” pod located on the left side of the main dashboard, you can track the number of utility permits that are incomplete or complete.

In the “Resources” pod located on the left side of the main dashboard, you can access a copy of the utility permit terms and conditions.

In the “Contact Info” pod located on the left side of the main dashboard, you can view the contact information for the St. Louis County Public Works Department.

## **Resources**

If you have questions regarding the *e*Permitting application, please contact the Permit Administrator at the following.

Phone number: 218-625-3830

Fax Number: 218-625-3888

St. Louis County Public Works Department Address:

St. Louis County Public Works Department  
4787 Midway Road  
Duluth, MN 55811

St. Louis County Website: <http://www.stlouiscountymn.gov/>